

# MUSEUM STORE ASSOCIATE

Alabama Department of Archives and History, Montgomery, Alabama

[www.archives.alabama.gov](http://www.archives.alabama.gov)

## State of Alabama Personnel Classification(s):

10121 – Clerk

Annual Salary Range: \$ \$20,383.20 - \$30,991.20

The Alabama Department of Archives & History (ADAH) seeks an enthusiastic, creative, team-oriented associate for its Museum Store, located inside the ADAH. This position is part of a team in the Communications Section in the ADAH's Administrative Division. At the direction of the ADAH's communications coordinator, the associate will execute the daily operations of the retail store, including assisting customers, managing store inventory, product merchandising, fulfilling and shipping online orders, and supervising volunteers and student workers staffing the store. This person will also provide occasional support for programs and special events.

### Essential Job Duties:

- Execute daily operations of the ADAH's Museum Store, including opening and closing the store, assisting customers with purchases, product merchandising, fulfilling and shipping online orders, and supervising any volunteers and student workers who may staff the store.
- Perform regular tasks related to store operations including:
  - Inventory management, including annual and cycle inventory counts
  - Receive and add new merchandise to inventory and store shelves.
  - Keep stockroom and work areas organized and tidy.
  - Update online store new merchandise and sales (<http://shopalabamaoriginal.com>)
  - Create regular sales, inventory, and deposit reports.
  - At the direction and oversight of ADAH communications staff, propose additions to inventory and make merchandise purchases.
- Work with ADAH communications staff to develop and execute a marketing plan for the store.
- Provide occasional support for public programs and special events.
- Other duties as assigned.

### Minimum Requirements (Clerk Classification):

- High School diploma or GED certificate
- Two years of experience in retail sales
- The ability to lift up to 35 lbs
- A valid driver's license

### Preferred Knowledge, Skills, and Abilities:

- Experience in retail sales.
- Excellent organizational skills, including the ability to manage multiple tasks and projects simultaneously.
- Ability to prioritize and follow tasks through to completion in a timely manner.
- Willingness to learn, work within, and improve systems and procedures.
- Ability to interact professionally and appropriately with customers, staff, volunteers, visitors, donors, and other stakeholders.
- Strong verbal and written communication skills.
- Working knowledge of Microsoft Office Suite, Adobe Acrobat, and Square for Retail Services

The Alabama Department of Archives and History was founded in 1901 and serves as the Alabama state archives and state history museum. The Museum of Alabama tells the story of Alabama and its people from pre-history to the dawn of the 21<sup>st</sup> century. The agency is located within the Capitol Complex in downtown Montgomery, Alabama.

The official state job announcement(s) can be found below.

**Clerk - 10121:** [https://personnel.alabama.gov/Documents/Announcements/100721\\_A.pdf](https://personnel.alabama.gov/Documents/Announcements/100721_A.pdf)

**Application Procedure:**

- Apply to the State Personnel Department:
  - Find the official position announcement(s) for which you qualify (see link above).
  - Complete the State of Alabama Application for that position at <https://personnel.alabama.gov/Downloads/StateApp.pdf> or create a profile and apply online at <https://www.personnel.alabama.gov/Services/login?LI=OES>
  - Submit the application to State Personnel and include transcripts.
- Application process questions may be answered at <https://personnel.alabama.gov/AppProcess.aspx> or <https://personnel.alabama.gov/Services/Downloads/OESHelpDoc.pdf>
- After applying to the State Personnel Department, submit the following documents via email to the ADAH's Communications Coordinator Georgia Ann Hudson at **[georgiaann.hudson@archives.alabama.gov](mailto:georgiaann.hudson@archives.alabama.gov)**:
  - Cover letter (including availability details and salary requirements)
  - Resume
  - Academic transcripts (may be unofficial)
  - Copy of application submitted to the State Personnel Department
  - List of professional references including contact information

**The deadline to apply is April 28, 2023.** Candidates will be selected for interview based on the information submitted. The anticipated hiring date is early summer 2023.

Georgia Ann Hudson  
[Georgiaann.hudson@archives.alabama.gov](mailto:Georgiaann.hudson@archives.alabama.gov)  
Communications Coordinator  
Alabama Department of Archives and History  
PO Box 300100  
Montgomery, AL 36130-0100  
334-353-3312